



Kirkby High School

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Dear Parent/Carer

Election of a Parent Governor

I am writing to invite parents and carers of registered students to put their names forward for election to serve as a parent governor at Kirkby High School. There is one vacancy within the Governing Body.

The governing body of a school is responsible for ensuring that our students receive high quality education and that the conduct of the school reflects this aim. The governors work as a team with the headteacher in the strategic planning of the school. Their responsibilities include consideration and agreement of the aims and policies of the school, discussion and approval of the targets for improvement, appointment of staff, setting and monitoring the budget and monitoring the performance. Governors are the link between the school and the community and representatives of all those with an interest in the well-being and reputation of the school are needed. Parents are very important in keeping the governing body aware of the views of parents and the local community. They are a vital part of our team.

If appointed there will be advice and support available to you and training for the new role at no cost to you.

The chair of the governing body is happy to talk to you if you are interested in being nominated and/or want further information. You might also like to look at the information for prospective governors on the Government website: <https://www.gov.uk/government/publications/governance-handbook>

Please note that for the protection of children all governor appointments are subject to a vetting process and a Disclosure and Barring Service (DBS) check. A list of disqualification criteria are attached. Our governors' code of conduct is available to view on Kirkby High School's website: <http://kirkbyhighschool.net/governance>

If you would like to take the opportunity to put yourself forward as a candidate, please complete and return the attached nomination form by 4pm Wednesday 8th December. If you would like a hard copy posting out to you, please contact me at the school. If more than one nomination is received, an election will be held and you will be sent a voting paper. I will contact you to let you know about the arrangements.

Yours faithfully

Mrs J Barrett
Clerk to Governors

Enclosed: Nomination form, list of disqualifications.

GROUNDINGS FOR DISQUALIFICATION FROM MEMBERSHIP OF A GOVERNING BODY

A Governor must be aged 18 or over at the time of his/her election or appointment, (this provision does not apply to an associate member).

A person is disqualified from being a Governor or Associate Member if they:

1. Become incapable by reason of illness or injury or managing or administering their own affairs.
2. Have failed to attend Governing Body meetings for a continuous period of six months, beginning with the date of the first meeting they failed to attend, without the consent of the Governing Body. This provision does not apply to the Headteacher.
3. Are bankrupt.
4. Are subject to a disqualification order under the Company Directors Disqualification Act 1986, Part 2 of the Companies (Northern Ireland) Order 1989, Company Directors Disqualification (Northern Ireland) Order 2002 or to an order made under Section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration).
5. Cease to be a Governor by virtue of any provision in the Companies Act 2006, is disqualified from acting as a Governor by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
6. Are included in the list of teachers or workers prohibited or restricted from working with children or young people.
7. Are disqualified from working with children.
8. Are disqualified by the Secretary of State from being an independent school proprietor, teacher or employee.
9. Have, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011.
10. Have not provided a criminal records certificate at an enhanced disclosure level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of either the Chair or the Chief Executive Officer confirm their unsuitability to work with children that person shall be disqualified. If a dispute arises as to whether a person shall be disqualified, a referral shall be made to the Secretary of State to determine the matter. The determination of the Secretary of State shall be final.
12. Have been fined for causing a nuisance or disturbance on school premises during the five years prior to or since appointment or election as a Governor.
13. Refused to comply with a request to make an application to the Disclosure & Barring Service for a criminal records certificate.
14. Have previously been banned from any Trust or school premises.

If a governor's circumstances change during their term of office and they are no longer eligible to be a governor they will give written notice of the fact to the Clerk.

A person who is employed at the school for more than 500 hours in any academic year can only serve as a Staff Governor and cannot serve in any other capacity i.e. as a Parent or Trust Governor.